
MISSOURI HOUSING TRUST FUND CONSTRUCTION/REHAB DESK GUIDE FY2022



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Introduction

Purpose

The purpose of the Missouri Housing Trust Fund (MHTF) is to provide funding for housing-related activities serving low-income individuals and families in the state of Missouri.

History

The MHTF was created by the RSMo 215.034 Statute set forth by the 1994 Missouri State Legislature in order to help meet the housing needs of low-income households and is supported by a three dollar recording fee on all real estate documents filed in the state of Missouri. The State Initiative Department of the Missouri Housing Development Commission (MHDC) administers the Missouri Housing Trust Fund (MHTF).

Eligibility Requirements

Income

As set forth in the RSMo 215.034 Statute, all MHTF funds must be used to serve households at or below 50 percent of the Area Median Income (AMI). At least 50 percent of funds awarded throughout Missouri must be used for persons or families at or below 25 percent of AMI. The AMI for each county in Missouri is defined by the Department of Housing and Urban Development (HUD). The MHTF AMI limits are adjusted for household size and can be obtained from MHDC's website at www.mhdc.com.

Description of Grant Types

The MHTF is intended to serve low-income households in Missouri with their housing-related needs. MHDC has identified the following grant types in order to meet these needs:

Construction/Rehabilitation

MHTF may be used to pay for costs associated with new construction, modifications, or rehabilitation of existing facilities owned by the organization that provide housing and services to individuals and families at or below 50 percent of AMI.

MHTF Regions

MHDC has designated five regions in which MHTF funds are allocated. Determination of need within each of these regions is based on estimated population, poverty, housing cost burden and Point-in-Time Count data. Grantees are restricted to utilizing MHTF in the region(s) in which funds were approved by MHDC. Grantees can spend the funds in any county in the region(s) in which funds were awarded.

Allocation Area	Distribution Percentage
St. Louis Metropolitan Area: Franklin, Jefferson, Lincoln, St. Charles, St. Louis City, St. Louis County, and Warren Counties	21%
South Region: Barry, Barton, Butler, Carter, Cedar, Christian, Dade, Dallas, Dent, Douglas, Dunklin, Greene, Hickory, Howell, Jasper, Laclede, Lawrence, McDonald, Mississippi, New Madrid, Newton, Oregon, Ozark, Pemiscot, Polk, Reynolds, Ripley, Scott, Shannon, Stoddard, Stone, Taney, Texas, Vernon, Wayne, Webster, and Wright Counties	26%
Kansas City Metropolitan Area: Caldwell, Cass, Clay, Clinton, Jackson, Lafayette, Platte, and Ray Counties	16%
Central Region: Audrain, Bates, Benton, Bollinger, Boone, Callaway, Camden, Cape Girardeau, Cole, Cooper, Crawford, Gasconade, Henry, Howard, Iron, Johnson, Madison, Maries, Miller, Moniteau, Montgomery, Morgan, Osage, Perry, Pettis, Phelps, Pulaski, Saline, St. Clair, St. Francois, Ste. Genevieve, and Washington Counties	19%
North Region: Adair, Andrew, Atchison, Buchanan, Carroll, Chariton, Clark, Daviess, DeKalb, Gentry, Grundy, Harrison, Holt, Knox, Lewis, Linn, Livingston, Macon, Marion, Mercer, Monroe, Nodaway, Pike, Putnam, Ralls, Randolph, Schuyler, Scotland, Shelby, Sullivan, and Worth Counties	18%

General Information

Contacts

Below are the Missouri Housing Trust Fund contacts for FY2022 funded agencies. Please direct all questions, concerns, updates and submission of documents to the State Program Administrator, with the exception of Back-Up forms which shall be submitted electronically via your agency portal on MHDC's Online Grant Interface. Back-Up submissions submitted anywhere else will not be accepted.

Please direct questions, concerns, and updates to:

Lisa Moler
State Program Administrator
920 Main, Suite 1400
Kansas City, MO 64105
Lisa.moler@mhdc.com
(816) 759-7228

Please submit Back-Up forms electronically to:

<https://www.grantinterface.com/Home/Logon?urlkey=mhdc>

Website

All information and forms pertaining to the FY2022 MHTF grant year can be found under “FY 2022 Items” on the MHDC website at: http://mhdc.com/housing_trust_fund/index.htm

Online Grant Interface

All information regarding MHDC’s Online Grant Interface, including Log On Instructions and Follow-Up Form Submission Instructions can be found on the Community Initiatives homepage on the MHDC website at: <http://mhdc.com/ci/index.htm>

Homepage log on link: <https://www.grantinterface.com/Home/Logon?urlkey=mhdc>

Timeline – FY2022

The following timeline lists the key dates for the FY2022 grant year, and are also detailed in the grant agreement. Grantees are responsible for knowing these dates as well as communicating them to all applicable staff.

Grant Year Begins:	April 1, 2022
Quarter 1 (Q1):	April 1, 2022-June 30, 2022
Quarter 2 (Q2):	July 1, 2022-September 30, 2022
Quarter 3 (Q3):	October 1, 2022-December 31, 2022
Quarter 4 (Q4):	January 1, 2023-March 31, 2023
75% Back Up Deadline:	March 1, 2023, 5:00 p.m.
Final Back-Up/Close Out Deadline:	April 29, 2023, 5:00 p.m.

Financial Processes

Before any funds can be released for FY2022 grants, the following criteria must be met:

1. All previous MHTF grants must be completely closed out:
 - a. All previous MHTF grant funds expended and fully backed up; and
 - b. Close out documentation received.
2. All current year grant documents are completed and received.
3. All previous compliance issues are resolved (i.e., grantee is “in compliance”).

Once all of the above criteria are met, grantee may request reimbursement for FY2022 funds by submitting the MHTF Back-Up Form (MHTF-211). To submit, funded agencies must log into their Agency Profile on MHDC’s Online Grant Interface and fill out a Back-Up Follow-Up form. Once a Back-Up submission has been received and approved, the Compliance Officer will conduct a site visit. If the Development is approved during the site visit, Grantees will automatically be disbursed the amount submitted on their Back-Up Form. Grantees may submit no more than one Back-Up Form per month. Any further submissions will need to be resubmitted the following month’s Follow-Up form.

Incomplete/Ineligible Back-Up

If the grantee submits a Back-Up Form that is incomplete/ineligible, MHDC will notify the program contact listed on the Site Contact Follow-Up Form via email that there is feedback regarding their submission in their agency profile. In the event that there is feedback, Grantee will need to resolve all feedback and re-submit the Back-Up for a second review.

Common Reasons for Feedback on Back-Up Submissions

- Expenses incurred or paid outside of the funding period
- Certificate of Insurance has expired
- Expenses paid outside of designated region
- Ineligible activities reported
- Missing/Incorrect files uploaded
- Uploaded PDFs are illegible
- Incorrect/missing information field(s)

Funding Period

All MHTF funding provided to grantees must be used for expenses that are incurred, paid, and submitted for payment to MHDC after April 1, 2022 and before March 31, 2023.

Submission Requirements

Funded agencies may submit Back-Up electronically through their agency profile at the following link:

<https://www.grantinterface.com/Home/Logon?urlkey=mhdc>

Construction/Rehabilitation

Construction/Rehabilitation funds can be used by agencies for construction needs as well as rehabilitation of facilities to improve services in the community. Grantee must enter into a Land Use Restriction Agreement (LURA) and certify annually for a period of 18 years that all clients served in the site where MHTF funds were used were at or below 50 percent area median income.

All new construction must meet the appropriate locally adopted residential building codes, or in the absence of locally adopted codes, the work must adhere to specifications contained in the International Residential Code. All work will be inspected by an MHDC Compliance Officer to ensure proper building procedures and grant requirements are followed.

Eligible Activities

New Construction

Agencies may use MHTF dollars for new construction projects to broaden their reach and scope of housing services to their area.

Rehabilitation

Agencies may use MHTF dollars for rehabilitation efforts of existing agency building(s). These improvements include but are not limited to: kitchen, bathroom, roof, HVAC systems, office, sleeping quarters, and security features.

Administrative, Executive and Clerical

Employees or workers whose duties are primarily administrative, executive, or clerical are excluded from Prevailing Wage requirements and should not be paid through MHTF Construction funds. Examples include superintendents who do not perform physical construction labor, office staff, bookkeepers, and messengers.

Reporting

Contractor Invoice Documentation

Construction support will be submitted with all construction back-up. For each cost detailed (each line item) on the Construction Detail report, grantee should maintain Cost Incurred and Proof of Payment as detailed below.

Acceptable Forms of Documentation (both Cost Incurred and Proof of Payment are required)	
Cost Incurred	Proof of Payment
<ul style="list-style-type: none"> • Invoice • Payroll forms 	<ul style="list-style-type: none"> • Check register or credit card statement with payments billed to MHTF highlighted and/or returned checks log • Detailed or itemized statement of supplies purchased or work performed with service address included

Client Recordkeeping Requirements – Construction/Rehabilitation

All clients served while a Land Use Restriction Act is in place, must have the following forms saved in their client files.

Record	Criteria	Acceptable Forms of Documentation
Consent Form	<ul style="list-style-type: none"> • This signed form gives MHDC the right to review files and verifies safe and decent housing 	<ul style="list-style-type: none"> • MHTF Consent Form(CI-108) signed by the head of household within 30 days of date of intake • The Consent Form only needs to be signed once

Income Verification Worksheet	<ul style="list-style-type: none"> Used to calculate household's income eligibility 	<ul style="list-style-type: none"> Income Verification Worksheet (MHTF-204)
Verification of Sources of Income	<ul style="list-style-type: none"> Third-party verification of proof of gross income is required for all members of the household age 18 and over Collect income received by the household within the last 30 days of certification, annualized. 	<ul style="list-style-type: none"> Must be dated within 30 days of intake Pay stubs, SSI/SSDI award letter/printout, child support statement, EBT statement for TANF No income (18 and older): Self-declaration Income (MHDC-103) If income source documents are unobtainable, third-party written verification (e.g., employer, benefits administrator) will be accepted (MHDC-112) If participant is self-employed, Self-declaration of Income (MHDC-103) will be accepted. Obtain a copy of the household tax return (i.e. 1040 and schedule C for past 2 years, if applicable.) Utilize the net annual income to calculate eligibility of household

Income Eligibility

As set forth in the RSMo 215.034 Statute all households assisted through the MHTF are required to be at or below 50 percent of the Area Median Income (AMI). All grantees should use the MHTF Area Median Income Limits form (MHTF-206) in conjunction with the Income Verification Worksheet (MHTF-204) to determine households' income eligibility at entry. Agencies' policies and procedures should include that income is recertified on an annual basis for the duration of the LURA. If the AMI for the county of service is lower than the Missouri state AMI, grantee shall use the AMI for the state to determine eligibility. The Area Median Income Limits are to be used throughout the entire FY2022 grant year unless otherwise notified by MHDC. MHTF bases its income calculation method from HUD's Handbook 4350.3, Chapter 5, Section 5-5; grantees should refer to this guidance for the correct calculation of income.

Standard Forms of Income

Grantees are expected to utilize the list below when calculating a household's income.

Inclusions:

- Income from all members of the household age 18 and over
- Gross wages from employment
- Full amount of periodic payments
- Unemployment Benefits, Worker's Compensation, Severance
- Entitlements (e.g., TANF, SSI, SSDI, etc.)
- Periodic and determinable allowances (alimony and child support)
- Net income from business operations
- Self-employment (e.g., child care, housekeeping, contracted work, etc.)
- Interest, dividends or other net income from personal property

Unearned income from children under 18 years of age (i.e., benefits paid to adult member of household on behalf of a minor)

Exclusions:

- Earned income from children under 18 years of age
- Foster care payments
- Lump sum payments
- Reimbursement or payment of medical expenses
- Income of live-in aide
- Financial Aid
- Resident service stipend (part-time work that enhances the quality of life – not to exceed \$200/month)
- Temporary, non-recurring income (gifts)
- Earnings over \$480 per year for full-time students 18 years and older (excluding Head of Household and spouse)
- Adoption assistance payments
- Amounts paid by state to household with a developmentally disabled child to keep them in the home
- Food stamps, WIC payments

Additional Forms of Income

Grantees are expected to utilize the list below when calculating a household's assets. Income earned from the cash value of a household's assets should be included in the total income. If the net household's assets have a cash value of \$5,000 or over, annual income must include the greater of:

- The actual income from the assets; or
- Imputed income from the assets. (Impute income by multiplying total net household assets by the passbook rate specified by HUD. See HUD Handbook 4350.3: Chapter 5)

Inclusions:

- A mortgage or deed of trust held by an applicant
- Cash held in savings and checking accounts, safe deposit boxes, home, etc.
- Cash value of revocable trusts
- Equity in rental property
- Cash value of stocks, bonds, treasury bills, CDs and money market accounts
- Individuals Retirement and Keogh Accounts
- Retirement and pension funds
- Cash value of life insurance policies
- Personal property held as an investment
- Lump sums not intended as periodic payments

Exclusions

- Necessary personal property (e.g., clothing, furniture, antique cars, etc.)
- Interest in Indian Trust Lands
- Assets not effectively owned by applicant

- When assets are held in an individual's name, but the benefit is to someone that is not in the household
- Assets not accessible to and that provide no income
- Term life insurance policies
- Assets that are part of an active business

Termination and Grievance Procedures

All MHTF grantees must have written policies in place that address termination and grievance procedures for program participants that violate program requirements. The policies should detail the program requirements, the termination process, and the grievance procedure for all clients served with MHTF. The policies must also detail the timeline and method for notifying clients of their termination, as well as the process to allow clients to appeal the decision. When determining whether program violations merit termination, grantees should consider all extenuating circumstances in order to ensure that assistance is only terminated in the most severe situations. Termination does not prohibit the program from providing further assistance at a later date to the same individual or family. Policies should be retained by grantee and made available upon request by MHDC.

Continuum of Care Meetings

In an effort to encourage collaboration and knowledge of services within areas of the state, all Missouri Housing Trust Fund agencies will be required to attend at least 75 percent of all Continuum of Care (CoC) meetings in the Continuum in which the majority of MHTF grant funds is allocated. These meetings bring together many different agencies working toward the improvement of housing and ending homelessness in the state of Missouri. The MHTF grantee will be required to submit an attendance tracking sheet for meetings attended at the close out of the grant. It is the grantee's responsibility to provide the CoC representative with an attendance tracking sheet within the requested timeframe to complete after each meeting that is attended. MHDC acquires feedback from each CoC chair regarding the agency's level of participation which may be assessed on future MHTF applications for funding. The list of Missouri Continua is located on the Missouri Governor's Committee to End Homelessness website at: <http://www.endhomelessnessmo.org>

Monitoring

In order to track a grantee's program compliance with Missouri state statute and MHDC regulations, ensure accurate spending of MHTF, prevent fraud and abuse, and identify technical assistance needs, MHDC staff will monitor grantees' by conducting on-site compliance reviews as well as through review of all financial documentation submitted to MHDC.

Compliance Process

Missouri Housing Trust Fund Construction/Rehabilitation grants require 18 year land use restriction agreements which stipulate that grantees abide by the following:

1. Grantees must annually certify continuing compliance with the MHTF land use restriction agreement.
2. MHDC staff will conduct scheduled site visits to the property to monitor its operations.
3. All households served at the property where MHTF was used must be at or below 50 percent of area median income.

Certification of Continuing Compliance

As a grantee of Missouri Housing Trust Fund Construction/Rehabilitation (MHTF C/R) funds, the Land Use Restriction Agreement (LURA) which was entered into by your agency requires an annual certification ensuring your agency's continuing compliance with the rules and regulations of the Missouri Housing Trust Fund. Please complete, sign, and notarize the Certificate of Continuing Compliance and mail to the following address annually:

Missouri Housing Development Commission
Attn: State Initiatives Department
920 Main Street, Suite 1400
Kansas City, MO 64105

Failure to submit form MHTF-234 annually may cause agency to go into non-compliance, which could cause the agency to be barred from receiving any additional MHTF funding, have any existing funds recaptured, be required to pay back funds or could be subject to applicable legal action.

Compliance Process

1. Compliance Officer will conduct all site visits within one calendar year beginning upon approval of the proposed process. Site visits will be scheduled based on geographic areas in order to be most efficient.
2. Compliance Officer will inspect the building exterior, building systems, parking lots/driveways, playground, lawn, and any common areas on the property as well as 20 percent of randomly selected individual client sleeping rooms, as applicable to the property.
3. Compliance Officer will inspect 20 percent of randomly selected client files to ensure that households served are at or below 50 percent of area median income.

After all initial inspections are completed, the Compliance Officer will set up a schedule to inspect properties receiving an "unsatisfactory" rating to be inspected annually until the rating improves. Properties receiving a "satisfactory" rating would be set up for an inspection every 3 years.

Desk Audit Compliance

In the event that an onsite compliance visit cannot be conducted, a desk audit review will be required. The MHDC Compliance Officer will review electronically submitted expenses billed to MHTF. The information reviewed is gathered from photos of completed work, a final Work Write Up, proof of cleared payment(s) and contractor lien waiver(s) covering the total amount of the project.

Announced Visit

The announced site visit is scheduled by the Compliance Officer with the grantee. If MHDC staff is unsuccessful in scheduling a site visit after three attempts have been made via telephone and/or e-mail, MHDC staff will notify the grantee informing them that they have 15 days to schedule a site visit, otherwise their funding will be suspended and grantee will be considered out of compliance until the visit is scheduled.

Unannounced Visit

MHDC staff members have the right to conduct unannounced visits at the location(s) and times furnished by the grantee on the Site Contact follow-up. It is the grantee's responsibility to notify MHDC if business hours change or if the grantee will be closed for an extended amount of time. Unannounced site visits are conducted based on certain factors, including but not limited to, agency's prior history with MHTF, outcome of announced visit, and fulfilling grant requirements such as timely and accurate submission of Requests for Payment and Back-Up. MHDC will not conduct site visits on state or federal holidays.

Electronic Files

If the grantee elects to maintain electronic files in lieu of paper files, the grantee will be required to print off all required documentation for compliance visits. As with all files, the time limit to produce these files is fifteen (15) minutes during a site visit.

Exit Interview

At the conclusion of the site visit, the Compliance Officer will discuss the findings of the visit with the appropriate grantee staff member(s). The Grantee will be given the opportunity to discuss the findings as well as any other questions and concerns with the Compliance Officer. The Compliance Officer will conduct a written exit interview in order to ensure that grantee representative is in agreement with the outcome of the visit, as well to documents any follow-up actions required by MHDC and/or grantee. The final compliance status is determined at the discretion of SP Management.

Monitoring Notification

After completing an on-site visit, MHDC staff will prepare a notification detailing the results of the review, including any minor or major findings, areas for improvement, corrective actions that need to be taken and the deadline to complete these actions.

Compliance Violations

Out of Compliance

If a MHDC staff member finds that the grantee is out of compliance, the MHDC staff member will record that the grantee is out of compliance. Until the MHDC staff member has verified that the issue(s) has/have been resolved, funding will be suspended.

If the grantee is found out of compliance they will need to submit a Corrective Action Plan (CAP) detailing the reason(s) for out of compliance status and how the findings will be corrected. Depending on the reason(s) for out of compliance status, grantee may also be subject to a follow-up site visit conducted by MHDC staff in order to ensure that the issues have been resolved.

If an agency is found out of compliance with a MHTF grant, funding will be suspended for all other MHTF grants that the agency has been awarded. Once the grantee is found back in compliance with the MHTF grant in which they were found out of compliance, funding will be reinstated for all MHTF grants that the agency administers.

If the issue(s) that caused the grantee to be out of compliance are resolved after the CAP and/or follow-up site visit review, the Compliance Officer will notify the grantee that their funding is no longer suspended. If the issue(s) that caused the grantee to be out of compliance are still not resolved after the CAP and/or follow-up site visit review, the Compliance Officer will notify the grantee of their findings and funding will be suspended for all grants that the agency has been awarded through the State Program department.

Consequences for Non-Compliance

The following violations will be noted in grantee's records, and points may be assessed during future application cycles:

- Grant partially or fully recaptured (i.e., funds not fully expended by the end of the grant term)
- Less than half of files reviewed at an on-site visit had missing or incomplete information
- Funds not drawn quarterly
- Missed 25% or 75% spending deadline
- Grant not fully closed out by deadline
- Grantee not within ten percent of Minority/Women-Owned business application projections at close out
- Grantee not within ten percent of 25/50 percent Area Median Income application projections at close out

The following violations will result in grantee being out of compliance, which will require MHDC to suspend funding for all MHTF grants, assess points for future applications, and in most instances, a Corrective Action Plan will be required in order to reinstate compliance:

- More than one-half of files reviewed during on-site compliance visit contained findings
- Files were unable to be reviewed during the site visit
- Files were not produced within 15 minute time frame
- Grantee will not schedule visit; after three attempts and no response from request sent within 15 days of date of request
- Grantee accommodations deemed to be unsafe or unsanitary; allegations of clients being put in danger by grantee

Grant Close Out

Once all funds have been expended, grantee is required to close out their grant. The close out process consists of several components:

1. Updated Sources and Uses (MHTF-209)
2. Close Out Form (MHTF-227)
3. Continuum of Care Attendance form (MHDC-107)
4. All funds backed up

All complete and final close out information needs to be submitted electronically to Lisa Moler on or before 5:00 p.m. on April 29, 2023. Any funds that are not backed up by the deadline will be recaptured.

Appendix A – Initial Grant Documents

Before any funds can be released, all required initial grant documents must be completed and received by MHDC on or before 5:00 p.m. Friday, March 26, 2021. All documents must be submitted in hard-copy to MHDC's Kansas City office. Grantees with multiple FY20201 MHTF grants must submit required documentation for each grant (i.e., agencies cannot submit one of each required document for multiple MHTF grants).

Site Contact Information (Grant Interface)

Description:	This ensures that MHDC has updated information for the upcoming grant year, including staff contact information, office location(s), hours of operation, and any other relevant information. Please note that the information provided will be used to conduct scheduled and unscheduled site visits.
Completion Instructions:	Complete information pertaining to the grant and submit via Grant Interface. If grant contacts or hours of operation change, grantee is responsible for contacting State Program Administrator via email to re-open follow-up form for editing.

Authorized Signature Card (MHDC-101)

Description:	This form designates all authorized signatories for each grant. All documents that are required to be signed by grantee must be signed by authorized signatories only. If an unauthorized person signs any MHTF document, the document will be rejected.
Completion Instructions:	Form must designate at least two authorized signatories. The form must have original signatures from all designated signatories (i.e., no signature stamps should be used). Please note the Authorizing Official must sign in the Authorizing Official box as well as at the bottom of the form.

Grant Agreement

Description:	The grant agreement is required for all grantees. The grant agreement specifically details the requirements and expectations for the administration of the grant. It is the grantee's responsibility to know and adhere to all provisions set forth in the grant agreement.
Completion Instructions:	<p>There are three places where the Grant Agreement must be completed by grantee:</p> <ol style="list-style-type: none"> 1. Signature page – requires signature and notary. 2. Workforce Eligibility Affidavit – requires signature and notary; and, 3. Rider B – requires signature. <p>All signatures must be original and by an authorized signatory as designated in the Authorized Signature Card (CI-101). The entire original signed, notarized agreement must be returned to MHDC to be considered complete. If any pages of the grant agreement are missing, the grant agreement will be considered incomplete. Failure to submit a fully complete, properly executed grant agreement before March 26, 2021 will result in recapture of the grant.</p>

Direct Deposit Form (MHDC-100) and Blank Check

Description:	All disbursements from MHDC to grantee will occur using an Electronic Funds Transfer (EFT). The Direct Deposit Form provides MHDC with the grantee's banking information for the electronic transfer. A blank voided check from the indicated banking institution is also required to be submitted with the Direct Deposit form. If the agency does not have access to a blank voided check a letter from the bank confirming the account and routing number will be accepted. Please note that by default your grantee's banking information will be updated for ALL MHDC accounts. If the banking information provided is for Missouri Housing Trust Fund or one grant ONLY – it must be indicated on the Direct Deposit Form.
Completion Instructions:	Form must be signed with original signatures by authorized signatory.

Sources and Uses - Updated (MHTF-209)

Description:	The Sources and Uses details the program budget and how MHTF grant will be used for the grant funding period.
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Completion Instructions: Grantee shall update the Sources and Uses from what was initially provided at time of application. The updated Sources and Uses should reflect the actual amount of MHTF funds awarded for this grant. If grantee received more than one MHTF grant that will be used in the same program, the funds should be designated in separate columns.

E-Verify Memorandum of Understanding (MOU)

Description: The E-Verify MOU is an agreement between the Department of Homeland Security (DHS) and Grantee stating that grantee agrees to participate in the Employment Eligibility Verification Program (E-Verify).

Completion Instructions: Grantees that have not previously been funded through MHDC CI Department shall submit a copy of the full and complete MOU generated from DHS' online E-Verify system.

Certificate of Liability Insurance

Description: The Certificate of Insurance is a one page summary of current Liability Insurance held by grantee. The insurance held by grantee may include: General Liability, Automobile Liability Umbrella Liability, Excess Liability, Worker's Compensation and Employers' Liability. The Certificate of Liability Insurance must be current. If coverage lapses during the grant year, grantee must provide MHDC with an updated Certificate.

United Way 2-1-1 Registration

Description: United Way 2-1-1 is a phone number that individuals can call in order to receive needed resources in their area. In order to be a reliable resource for households in need, organization's need to submit updated information as changes arise.

Completion Instructions: Grantees are required to register/update their organization's information on the United Way's website, and print the webpage showing the organization's information is available. Additional instructions are located on the United Way's website at: <http://www.211helps.org/agency/get-listed>

Land Use Restriction Agreement

Description: The Land Use Restriction Agreement (LURA) for construction grantees is an agreement between grantee and MHDC stating that the grantee will adhere to terms of the LURA for a period of eighteen (18) years following the date of the last disbursement of the grant. Terms of the LURA include but are not limited to 100 percent of persons served in building bound by the LURA are required to be at or below 50 percent AMI.

Completion Instructions: A LURA will be provided to the grantee to review, sign, and have notarized. Once complete, grantee will mail the hard-copy, original LURA and a copy of the deed to MHDC for recording.

Appendix B – Construction/Rehabilitation Forms

Certificate of Continuing Compliance (MHTF-234)

Applicable Grant Type(s):	Construction
Due Date:	Due April 1 every year for a period of eighteen (18) years following the date of the last disbursement of the grant.
Required:	Yes
Submission / Retention:	Submitted to MHDC annually
Description:	This form certifies that grantee has abided by the Terms of the LURA included but not limited to 100 percent of persons served in building bound by the LURA are required to be at or below 50 percent AMI.
Completion Instructions:	The Certificate must be signed by Grantee and then notarized. Signature must be original and by an authorized signatory as designated in the Authorized Signature Card (CI-101). The entire original signed, notarized Certificate must be returned to MHDC to be considered complete.
Submission Instructions:	Hard copy, original signature to Denise Hoss

Income Verification Worksheet (MHTF-204)

Applicable Grant Type(s):	Construction/ Rehabilitation
Due Date:	Income eligibility must be certified at first instance of assistance/move in. Agencies' policies and procedures should include that income is recertified on an annual basis for the duration of the LURA. At each income eligibility certification, proof of income must be current within 30 days.
Required:	Yes
Submission / Retention:	Retained in client file
Description:	This form is intended to be used to verify income eligibility as well as to summarize all assistance details for instances of assistance.
Completion Instructions:	<ol style="list-style-type: none"> 1. Household Information: Complete Household information for all members of the household. The "Total Number of Members in Household" will automatically calculate depending on the number of persons listed in the Household Members section. The number of members in the household is used to automatically calculate the AMI for the household size; therefore, it is very important that all members of the household are included in that section. 2. Gross Annual Income: This section must be completed in order to calculate Area Median Income. Once all the members of the household are listed, gross income will need to be calculated for all adult members age 18 and older. There are ten lines in this section for income to be detailed. A separate line should be completed for each source of income received by household member. See HUD Handbook 4350.3 for complete instructions on calculating income. 3. Income from Assets: List the amounts of all assets received by each household member in the designated table. If one or more household members share assets, the respective asset only needs

to be listed one time in this section. See HUD Handbook 4350.3 for complete instructions on calculating income from assets.

4. **Area Median Income (AMI):** Once the income and assets have been completed for all members of the household receiving income, the AMI can be calculated. Choose the county of service from the drop down. If the county of service is not listed then that county's AMI is lower than the State AMI and the "MISSOURI - State" should be selected. If "MISSOURI – State" is selected, please also select the county of service from the drop down. Once the appropriate county is selected the AMI breakdown for that selection will populate. The total household income is automatically calculated from the individual income/asset calculation charts. The service provider can then compare the household income to the AMI breakdown for the county of service to determine if household meets income eligibility requirements.
5. **Assistance Information:** This section summarizes the assistance information that is required to be kept for MHTF files. This is information that MHDC staff will look at in the client file during site visits.